

Closure FAQs

CIVILIAN PERSONNEL:

1. Civilian Follow-On Assignments:

Q. Will IMA-E offer civilian follow on assignments for critical to closure employees either in CONUS or OCONUS? Will IMA-EURO assist all other non-critical employees with placements throughout OCONUS?

A. Follow-on assignments for AF US employees designated critical to closure are covered under Civilian Personnel Restructuring Actions, AE690-100, para 5. LN guidance is under para 6. To access the regulation, please go to: <https://www.aeaim.hqusareur.army.mil/library/reg/pdf/aer690-100.pdf>
The regulation gives good explanations and criteria for the very small subset of the population who can be considered closure-critical. The over-riding criterion for considering an individual closure-critical is whether or not their absence would cause your closure to fail or be in jeopardy.

There is no program in place at the IMA or IMA-EURO level to assist in placement of non-critical surplus employees. Employees have the option of using the priority placement (AF employees), finding another job through merit promotion (AF and NAF), or exercising their return rights (for those AF employees who have return rights).

2. VERA/VSIP Approval Status:

Q. What is the procedure for requesting approval to open VERA/VSIP window?

A. Workforce population impact is one of the primary drivers considered by AASA in granting approval to such a VERA/VSIP window. A closing Garrison's request would thus be received quite favorably.

Reference IMA Policies #27 and #28 ([attached as separate documents](#)). These policies documents provide details on how the Garrison Commander, in coordination with the CPAC, will develop a request package to use these authorities to open the VERA/VSIP window. The policies also provide procedures, planning and sample documents for submission.

Note: IMA Policy #28, item 3, Applicability: These procedures apply to ALL IMA regions/garrisons and not just CONUS. This is an oversight that is being corrected.

The authority to offer VSIP and VERA to NAF employees was delegated to the component heads by OSD memorandum, subject: National Security Personnel System - Voluntary Separation Incentive Pay (VSIP) and Voluntary Early

Retirement Authority (VERA) Policy dated 30 December 2003. The requirements for submission of the VERA request can be found in paragraph 15-24, AR 215-3. The format contained in the IMA Policy #28 is acceptable to use when requesting VSIP/VERA authority for NAF employees. The request must be submitted through command channels to HQDA for approval.

Please note that developing the request to open the VERA/VSIP is a major undertaking for which adequate time must be allowed. For example, if RIF notices could be handed out as early as April 30, 2006, then as per the above-noted policies, the VERA VSIP window would have to be opened by March 31, 2006. Packages must be submitted to the AASA to allow at least 90 days for approval.

3. Incentives to Retain Critical Employees:

Q. Will IMA-EURO offer incentives to retain critical employees, i.e, follow-on assignments either in OCONUS or CONUS? A retention allowance is authorized only in cases when an employee will be leaving the Federal Service. Will IMA-EURO request a waiver to offer retention allowance to employees to remain in these critical positions?

A. Two types of incentives currently exist for employees designated as closure-critical: a) follow-on assignments and b) retention allowances.

a) Follow-on assignments for AF US employees designated critical to closure are covered under Civilian Personnel Restructuring Actions, AE690-100, para 5. LN guidance is under para 6. To access the regulation, please go to: <https://www.aeaim.hqusareur.army.mil/library/reg/pdf/aer690-100.pdf>

The regulation gives good explanations and criteria for the very small subset of the population who can be considered closure-critical. The over-riding criterion for considering an individual closure-critical is whether or not their absence would cause the closure to fail or be in jeopardy.

b) The Federal Workforce Flexibility Act of 2004 introduced the possibility to authorize a retention incentive to current AF and NAF employees in interagency movements. At this point in time we do not have DoD and Army guidance to allow this incentive to be paid under these conditions. IMA-EURO, HRD has submitted an inquiry through IMA-HQ to HQDA regarding the status of the 3R's (recruitment and relocation bonuses and retention allowances).

NAF employees can be paid a retention allowance if their intent is to leave the installation workforce, but must be paid from NAF funds.

4. Spousal Hiring Preference:

Q. If a spouse who is currently employed in the local community decides (or is forced) to moved to a new community, will they receive spousal hiring preference again when they move?

A. IAW USAREUR Supplement 1 to AR 690-300.301 para. 7-2a(2), military spouse hiring preference (MSP) may be used once after each PCS. Therefore, if a military spouse PCSs to a new duty location, they would be entitled to MSP within the new commuting area of the sponsor.

BASE CLOSURE:

1. Overseas Base Closure Audits:

Q. What audits are required for overseas base closure?

A. DMWR audits are the only ones required, if requested. If installation Commanders wish for IRACO to perform other audits, such as property turn-in, credit card accountability, etc., IRACO staff is available to perform such functions. The traditional big BRAC closure audits are done by GAO and the Army Audit Agency.

2. Transfer of Government Records/Files on Garrison discontinuance:

Q. What is IMA-EURO Region guidance for transfer of garrison records?

A. The disposition instructions for all records are categorized as two types of records. The first type is for records that have no value beyond the business process; these are usually short-term records. The second type is for records that have value beyond the business process, such as for historical or lessons learned purposes; these are usually long-term records. Disposition instructions are easily determined, properly coded and begin with the letter "K" for keep or "T" for transfer. The last part of the code is a number representing the retention period or the letter "P" for permanent retention. Current records relating to specific transferred functions will be sent to the gaining organization. These current records will have an attached description or chart of the new organizational status, relationships with higher headquarters and a list of all records sent to a different location.

Inactive records or (T) records eligible for transfer will be transferred to the Overseas Command Records Holding area EURO (OCRHA-EURO), Unit 29955, APO AE 09086-9955. Official record containers (NSN 8115-00-117-8249) will be used to pack records intended for shipment to OCRHA-EURO. A completed SF 135 and 135-A form will be used to document these transferred records.

The disposition, transfer and disposal of keep records or (K) records will be accomplished according to organizational needs or until they are no longer

needed to support the business process for which they were created or received. Refer to AR-25-400-2, CH 7-1, Disposition Standards and Table 7-1, Disposition Standards for additional guidance.

Agency Security Managers must be consulted before transferring classified records and actions initiated, as specified in Department of the Army Information Security Program, AR 380-5, paragraph 6-27. The OCRHA will not accept classified records for storage that were not reviewed for declassification and marked with declassification dates. Classification information will not be disclosed on the SF 135, SF 135-A, or equivalent; only unclassified titles may be used to identify the records. For additional guidance on retirement, transmission and accountability of Confidential, Secret, and Top Secret records please refer to AR-380-5 and the Agency Security Manager for instructions.

It is imperative to ensure records are properly accounted for and managed to prevent inadvertent loss or destruction. This is mandated to ensure records subject to the Freedom of Information and Privacy Acts are protected according to The Department of the Army Freedom of Information Act Program, AR 25-55. The maximum penalty for the unlawful destruction, damage, removal, or alienation of Federal records is a fine, three years in prison, or both (18 USC 2071).

The Army Records Information Management System (ARIMS), AR 25-400-2, is the prescribing directive for the Army's record keeping requirement. Army in Europe Record Information Management Regulation 25-400-2, provides additional guidance in regards to Army record keeping and disposition requirements.

3. Funding Authorization for Community Closure Celebrations:

Q. Are we authorized funding to pay for community closure celebrations to thank our Host Nation counterparts for their partnership and support?

A. The IMA-EURO Region Director's guidance is this should be handled with representational funds (.0012) with applicable 50/50 HN invitational rules as would be done for a change of command. Expenditures for an event should be limited to about \$2500. Not authorized NAF.

FACILITIES:

1. Closure of Community Services:

Q. When do major community services shut on closing installations?

A. Closure of AAFES operations is generally based on dates of troops' departures. DECA's position is that a commissary will be open until the last

soldier leaves. Usually, a commissary will not close until one or two months before the base is turned back to the German community. As long as there are customers to serve, DECA has stated that it will keep commissaries open. MWR aims to keep facilities open as long as there is a need and they have staff available.

2. DODDS Feeder Plan:

Q. If a soldier and their family live in one community, but the soldier works in another, which community must the children attend school in?

A. The school that a student will be assigned to is based on where the sponsor and the student reside, not where the sponsor works. It is possible to request an "Exception to the Feeder Plan" with a form that is available at every school office. Approval is not automatic; these exceptions must be approved by the superintendent.

3. Child Development Center Enrolment:

Q. If a soldier and their family live in one community, but the soldier works in another, in which community(ies) can the children be enrolled in CDCs?

A. As long as there are spaces available, children may be enrolled in any CDC.

4. Landstuhl Hospital

Q. Will Landstuhl start seeing only soldiers (no dependants)?

A. There has been no mention of this at all.

LOGISTICS:

1. Housing Furniture Policy:

Q. What is the policy for soldiers living in Army housing and wishing to buy furnishings that they have been used in their quarters? For soldiers who have been living on the economy and wishing to buy Army furnishings?

A. The current asset posture for furniture reflects a continual requirement to cross-level furniture to enduring Garrisons.

In order to be offered for sale to soldiers, furniture must be considered excess. In the mid-1990's, when a much larger number of troops drew down in a briefer period of time, large amounts of excess furniture were available for sale to soldiers. Currently, the relatively lower numbers of troops moving from the theater in a more protracted period of time, combined with the life times for

furniture (obsolescence cycles), will most likely not allow for any furniture to be made available for sale to soldiers.

2. Funding for Soldiers' moves:

Q. How are Soldier s' moves funded?

A. Soldiers will receive one of three types of orders as a result of a re-stationing action; a "no cost", "full cost" or "low cost" move. Orders directing a "full cost" or "low cost" move will contain a fund citation and will be paid for using MPA funds. Soldiers with "full cost" or "low cost" movement orders without a fund citation will be directed to return to their servicing PSD to have their orders amended to include a fund citation. Soldiers who receive a "no cost" move will commute to their new duty station. Soldiers who feel that they have received a "no cost move" in error will be directed through their chain of command to the 1PERSCOM IAW AER 600-8-11, para 9.b.

In some circumstances, Soldiers may receive a "no cost move", but must be moved due to a facility closure as determined by IMA-Europe. In these circumstances, the Soldiers will be granted a full / low cost move. Due to the dynamic nature of the drawdown process, issuance of full / low cost move orders may be delayed due to funding shortages. In these cases, the move may be funded by IMA-Europe using the centralized D-Account managed at the Transportation Management Center, Europe. These "no cost moves" directed due to housing closure will be supported by a housing termination notice from the garrison Housing Office. These termination notices will be issued for both AFH and UPH. Transportation officers will handle these moves as they do any normal housing-directed move due to termination of quarters. Documentation requirements: 1 PERSCOM issued "No cost move" order, housing memo directing soldier to vacate Government quarters, annotate the remarks block on the DD Form 1299 with "GR2 PCS move".

3. Dislocation Allowance (DLA) and Internet/telephone charges:

Q. Who receives DLA during transformation-directed moves and are internet/telephone charges reimbursed?

A. Rules on DLA are as follows:

Partial DLA is only authorized to a member who is ordered to occupy/vacate Government family-type quarters due to privatization, renovation or any other reason for the Government's convenience other than PCS (JFTR para. U5630, B, 15). Housing is the approving authority for DLA, using an SF 1164, so orders are not required.

If the member is issued a PCS order or full cost move, then PCS rules apply for DLA. A member without dependants is only authorized DLA when relocated in connection with a PCS to a PDS where Government quarters are not assigned or due to BRAC closure (Germany based closures are not due to BRAC) in accordance with JFTR para. U5610, B. Soldiers with families would be authorized DLA as long as they have not PCS'd in the current FY. If they have already PCS'd once in the current FY, DA is the approving authority for the 2nd DLA in the same FY. Requests of this type would be submitted through personnel channels (not finance).

There are not PCS entitlements for No Cost Moves and thus, DLA is not authorized. If, however, at a later date, a Soldier with a no cost move is asked by the Government to vacate current quarters, then the USAG pays for that portion and partial DLA is authorized. This process is started at the Housing office, where partial DLA payments are certified on an SF 1164 and submitted to Finance for payment.

The telephone and internet reimbursement process also begins at the Housing office. The request is submitted to the local USAG Resource Management Office (RMO). The RMO then submits to Finance for payment on an SF 1034.

PCS:

1. Disposal of POVs:

Q. Will MWR dispose of POVs?

A. MWR is not responsible for disposing of POVs. In special circumstances, however, MWR may facilitate the sale of POVs by providing space for the sale, by announcing the sale, and by coordinating the event with vehicle registration and customs officials.

Individuals are responsible for disposing of POVs before leaving the installation. Disposition may be accomplished in the following ways:

- a) Sell the POV to an ID cardholder who is remaining in Europe.
- b) Sell the POV to an LN. This includes processing the POV through Customs.
- c) Pay a LN firm to dispose of the vehicle. This also involves processing the POV through Customs.
- d) Pay a processing fee for the MWR Auto Skills Center to dispose of the vehicle.

Abandoning the vehicle on post is not permissible and may be grounds for disciplinary action.

2. **Shipment of Pets:**

Q. What are the procedures for shipment of pets?

A. Returning a pet(s) to CONUS can be a challenging process. The following guidance can make the process of shipping pet(s) easier:

Plan Ahead. Ensure vaccinations and health records are up to date. All pets require a health certificate that is less than 10-days old at time of flight and a current rabies vaccination that is at least 30-days old but not older than one year. Animals not old enough to be rabies immunized prior to travel should obtain a memorandum from the veterinarian waiving this requirement. In addition, two copies of orders, which helps speed your pet through customs, and a complete contact address and phone number in the U.S is needed. It is also important to ask your sponsor or point of contact at your next duty station if any additional local or national pet restrictions apply. Please see the USAREUR Customs web site for more information (<http://www.hqusareur.army.mil/opm/pets.htm>), or contact local your veterinary detachment office for more details.

Make Reservations. Contact your local commercial travel office (SatoTravel) to make travel reservations for your pet and all members of your household after your receive PCS orders and have a confirmed household goods pick-up date.

Be prepared. The cost of shipping a pet can be expensive. All costs associated with shipping pets are the responsibility of the pet owner. Ensure shipping kennels or cages meet standards for size, ventilation, strength and design. Animals must have enough room to stand up and turn around and each species must have its own kennel with the exception of compatible cats and dogs of similar size. When in doubt use a larger kennel. Dogs and cats must be at least 8 weeks old and must be weaned before traveling by air.

Instructions for feeding and providing water to the animal over a 24-hour period must be attached to the kennel. The 24-hour schedule will assist the airline in providing care for your animal in case it is diverted from its original destination. You as a pet owner are required to certify your pet had been offered food and water within 4 hours of transport, and the documentation must include the time and date of feeding. Food and water dishes must be securely attached and be accessible to caretakers without opening the kennel. Food and water must be provided to puppies and kittens every 12 hours if they are 8 to 16 weeks old. Mature animals must be fed every 24 hours and given water every 12 hours.

Be Aware. Restrictions on shipping pets are established to ensure animals are not exposed to extreme hot or cold temperatures. Restrictions can apply at

originating, connecting, or terminating airport locations. You will be notified in advance if a restriction applies. If a restriction is enforced, your pet(s) may not be able to fly on your scheduled flight. Your pet may be rerouted to another airport or held over until conditions at the origin or destination improve. Please understand that this is done to protect the welfare of your pet. Have a back-up plan just in case.

Commercial Pet Shippers. An alternate option is to ship your pet through a commercial animal shipper. These companies have been around for decades and specialize in pet shipping. They offer daily departures, same day arrivals, boarding service, daily flights to over 200 U.S. airports, and kennels available in various sizes. The cost is more expensive; however, they can normally ship your pet when restrictions are enforced by the airlines. For a fee, they also offer pick-up services throughout Germany. The Soldier/family member will bear all costs and potential risks associated with using these companies.

The following US air carrier websites contain rules, policies, and tips for pet travel on their aircraft. The information is general in nature and is subject to change as each airline establishes its own policy and procedures.

Delta Airlines; http://www.delta.com/travel/special_services/pet_travel/index.jsp

US Airways; http://www.usairways.com/customers/travel_policies/pets/

American Airlines;
<http://www.aa.com/content/travelInformation/specialAssistance/travelingWithPets.jhtml>

Northwest Airlines;
<http://www.nwa.com/services/shipping/cargo/products/ppet.shtml>

United Airlines; <http://www.united.com/page/article/0,6722,1048,00.html>

Continental Airlines;
<http://www.continental.com/travel/policies/animals/default.asp?SID=DEBD9FE6006C47BBB839F58C4088B3CE&hdnNav=1/travel/policies/animals/default.asp&SS=CR>

The best place to start to make arrangements for the shipment of your pet is your local commercial travel office. Start early and good luck!

3. Shipping a second POV to the CONUS:

Like their stateside counterparts, many Americans living in Germany are two-car families. Those planning to ship both vehicles during the summer permanent

change of station (PCS) season should begin planning now to ensure smooth transport of their cars and motorcycles.

While most Soldiers or DOD civilians with PCS orders can ship one vehicle at government expense from their overseas duty location, shipping a second vehicle is an out of pocket expense. So, the first step is determining shipment cost and whether that expense fits the family budget.

Due to the high volume of summer moves, you should begin researching vehicle shipment costs and options as soon as you receive your PCS orders.

Like buying a car, your first step is finding the best price. That part's free. There are several commercial shipping companies to choose from. Get a free rate quotation from more than one company. The quoted price normally covers inland transport to the port, German and U.S. port charges, and customs fees. A PCS move can be costly. Knowing the cost of shipping a second POV months before you move will allow you to plan your budget accordingly.

If the shipping price is acceptable, your second step is gathering the proper documents. You'll need a copy of your PCS orders, vehicle registration, military I.D. card or other valid I.D.

The third step involves a trip to the car wash. In order to ship your vehicle, it must meet U.S.D.A. inspection standards. That means the motorcycle or auto must be free of dirt, soil, plant and animal life. This includes the interior, exterior, engine, engine compartment, and radiator. The interior must be vacuumed, including the trunk area. All personal effects must be removed, including air fresheners. Bottom line, if your vehicle does not meet these standards it will not be shipped.

Make sure your vehicle has no more than ¼ tank of fuel at time of shipment.

Now that your vehicle is clean, check its stickers. It must be a U.S. specification vehicle and have both the EPA and Department of Transportation stickers affixed. The EPA sticker should clearly be visible in the engine area. It's usually white with the word "CATALYST" listed on the bottom. The DOT sticker should be clearly visible in the door jam area. It is usually white with the Vehicle Identification Number (VIN) and the month/year of manufacture listed on the bottom. If the vehicle is missing either of these stickers, which sometimes happens during body work, repainting, customization, you'll need to obtain a letter from the manufacturer or EPA or DOT to verify the vehicle was manufactured in the U.S. to comply with applicable U.S. standards. This normally takes a couple of weeks so don't wait!

U.S. and European vehicles often don't meet the same specifications for items like windshields, lights and emissions. If your vehicle is Euro-spec, it must be

shipped through a certified independent commercial importer in the U.S. A list is available from the EPA. Having your European vehicle modified to meet EPA and DOT standards can be an expensive process. It is important to note that European specification vehicles cannot be modified to US standards while physically located in a European country. Many European companies claim that they can convert Euro-spec vehicles to U.S. specifications while your vehicle is still in Europe. These claims are false.

TENANT UNIT MOVEMENTS:

1. Support Available for Moving:

Q. What type of support can be provided to units to move installation property efficiently and minimize damage? Specifically in the form of contracting for trucks and movers.

A. This support can be requested through the Base Movement Control Team (BMCT). Tenders are available to move office furniture between installations located within 80 km of each other, between installations located more than 80 Km from each other, and for the assembly and disassembly of modular work stations. The cost of these tenders change. The BMCT can provide a cost estimate..

As these moves are DA and not IMA-EURO directed, IMA-EURO funds will not be available to pay costs. IMA EURO will lead customers to the tender source (the BMCT) and assist Garrisons in execution, but the Garrison must have a funding stream in-hand.

2. ETS Drop Authority:

Q. What is the policy for 90 day and 180 day drops for ETS?

A. IAW AR 635-200, Chapter 16-9, Soldiers having 90 days or less to serve beyond the effective date of inactivation or change of station may be separated from Active Duty (AD) provided the Soldier desires separation. In no case will a Soldier be separated with more than 90 days remaining before ETS. Chapter 16-9 applies only to Soldiers with 90 days or less to serve beyond unit inactivation date. Personnel returning to the U.S for separation per this authority may add normal travel time required to the 90 days. However, care must be taken to ensure that Soldiers do not arrive in CONUS with more than 90 days remaining in their term of service. IAW AR 635-200, Chap 1-19, the first LTC in the Soldier's chain-of-command is authorized to approve Chapter 16-9 requests.

FRAGO 167 outlines the procedures for this action.

Although the Department of the Army retains the authority to approve 180 day ETS drops, they have not approved any in the recent past. The 1st PERSCOM does not have the authority to approve 180 day nor do they expect that authority to be given to them in the near future.

FAMILY HOUSING:

1. Incentive(s) to move from housing:

Q. What additional incentives are authorized to entice soldiers/families to move early from family housing scheduled to close?

A. The only incentives that are available to be offered to families that are required to move are:

- Government funded move
- Payment of partial dislocation allowance in the amount of \$564.03
- Assigning the family to a facility of their choice within their category
- Allowing the family to be assigned to a facility one bedroom larger than their entitlement, a unit perhaps on the first floor versus third floor
- Assignment to a renovated housing unit when available

The authorizing basis of these incentives is the JFTR, which is effectively implementing U.S. Code.

2. Searching for Housing

Q. If a Soldier is moving to a new community, when can they start looking for housing there?

A. Upon receipt of orders.